Video script

July 2016

Renewing your registration for medical practitioners

If you’re a registered medical practitioner you must renew your registration with the Medical Board of Australia by 30 September every year to continue to practise.

The quick and easy way to renew is online.

If you hold provisional or limited registration your renewal date is different and you are not able to renew online as extra information is required.

Check your details on the online register of practitioners if you are unsure of your registration type or when it expires.

AHPRA and the Board send out email renewal reminders about eight weeks before your registration expires … so it’s important to keep your contact details up to date.

Change your contact details using Online Services for practitioners at any time.

The reminder includes details on how to renew online which is the best way to renew your registration.

To access online renewal:

* Click on the ‘log in to renew’ link in your email reminder or go to the online services login links on the AHPRA or Board websites.
* Enter your 10 digit User ID.
* This will be populated automatically if you’re using the link in the reminder email.
* Enter your date of birth and password and then click ‘login’.

Once logged in you can:

* renew registration or confirm that you do not want to renew one or more of your registrations.

If you do not renew registration it will lapse at the end of the renewal period.

To renew registration you must:

* answer the mandatory disclosure questions, and
* pay a renewal fee.

Changes to registration standards may mean renewal questions have been updated since you last renewed … so it’s important to read the standards and all questions carefully.

Renewing registration is confirming that you have met or will meet the standards of practice for the medical profession during the period of registration.

These declarations are subject to audit.

You must also confirm there have been no changes to your health or good standing since your last declaration which would affect your safe and effective practice.

This includes any criminal charge or conviction for an offence punishable by imprisonment.

You must also disclose details of any complaints made against you to a registration authority or complaints entity.

Your professional declaration is a ‘true and correct’ record of your practice during the registration period.

Submitting a false declaration may result in action being taken against your registration.

The final step is to pay for renewal of your registration with the Board.

You can pay online by credit or debit card so have your card ready.

After submitting your online renewal you will see if your application has been accepted as complete or if it is being assessed.

If further information is required AHPRA or the Board will contact you.

Your registration status is updated on the *Register of practitioners* once your application has been finalised and payment is made.

You can also download your *Certificate of registration* by logging in to online services.

If you do not renew your registration on time, it will lapse. You will not be able to practise as a medical practitioner and your details will be removed from the online register.

To continue practising you’ll need to make a new application for registration and provide documents for assessment against the current registration standards.

To find out more go to [www.medicalboard.gov.au](http://www.medicalboard.gov.au).

Registration renewal information is in the *Registration* section.